

# TZAFRIR BARAK

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## PERSONAL DETAILS

**NAME:** TZAFRIR BARAK    **GENDER:** MALE    **NATIONALITY:** BRITISH

## PROFILE

Good communicator at all levels. I am reliable, responsible, well organised and punctual. Have excellent leadership skills and able to work individually and motivate others in a team, performing tasks to the highest standard. Good problem solver. Enjoy and always willing to learn new skills.

## EDUCATION

- **New Horizons, London, EC1V 9NR.**  
MCSE 2003: MCP Qualified. Completed 2 modules of the MCSE 2003.
- **Queen Mary's University of London, Dept of Electronic Engineering, London E1 4NS (September 1999-July 2003)**  
MEng (Hons) Internet Computing: **Achieved: 2:1 (67.4%)**  
The course studied was a 4-year Masters degree. The course aimed to teach the basic aspects of e-commerce, business, agents, software, telecommunication, networking as well as electronics.
- **Hendon School 6<sup>th</sup> Form, Golders Rise, Hendon, London NW4 2HP, Tel: 020 82029004 (September 1997-June 1999)**  
Advanced levels: Mathematics and Mechanics, Physics and Economics.
- **Hendon School (September 1992-June 1997)**  
G.C.S.E's: 11 GCSE's.

## WORK HISTORY AND EXPERIENCE

**Freelance IT Support, NBC News, Grays Inn Road, London, WC1X 8XZ.**

**Full-Time - Freelance (December 1<sup>st</sup> 2011 to Date)**

NBC News has 40 employees in the London Bureau. I look after the IT requirements for the London Bureau and work within a much larger IT team globally across the NBC Universal group.

**Duties include:**

- **Desktop Support**
- **Projects**

**IT Infrastructure Manager, Classic Media, Dean Street, London, W1D 3SG.**

**Full-Time (April 14<sup>th</sup> 2008 to 25<sup>th</sup> November 2011)**

Classic Media is a media company with 35 employees in the UK office and 50 employees in the US office. The company owns rights to a number of children's properties including Postman Pat, Basil Brush, Transformers Animated, Where's Wally and many others. I am currently looking after all the IT requirements as detailed below for both the UK and a number of users in the US office who remotely log into Citrix servers based in the UK office. The US offices are supported by an IT consultancy company whom I oversee and have a consultant on each site 2 half days a week.

I initially joined the company previously known as Entertainment Rights Plc as a Systems Analyst into a team of 2 in the UK office which included a Head of IT who overlooked all 3 sites and a Desktop Support person. I was primarily providing advanced desktop support, Telecomms support as well as server support for the company. The company initially had 85-90 users in the UK office and 50 users in both US offices. The US offices had an IT Manager who reported into the Head of IT based in the UK. After a take over and re-structuring the company had 55 users in the UK office and 50 users in the US offices. Immediately after the take over in 2009, I was solely supporting and managing all the IT requirements for the 55 users in the UK as well as a number of the US users who were remotely logging into the systems based in the UK. Since a recent further re-structuring the company now has 35 users in the UK and 50 users in the US office.

**Duties include:**

- **Server Management:**
  - Administering 30 HP Proliant servers running Windows Server 2003, Windows Server 2008 and 2 Xerve Mac servers running Mac OS 10.5.5 including:
    - File Servers
    - Print Servers
    - Domain Controllers

- Mail Servers (Exchange 2003)
  - SQL Server 2005 – Microsoft Dynamics Great Plains, Comet, Select HR
  - Lyris Newsletter Mailout Server
  - McAfee Virus Server
  - NAS Servers
  - Backup Servers
  - Citrix Servers – Published Applications include Microsoft Dynamics Great Plains, Microsoft FRx, Filestream, Microsoft Office, Citrix Desktop, Counterpoint Profiles, Comet, Invoice Approvals, DigiDelivery Client.
  - BES Server
  - Web Server
  - XServe Mac Servers. Carried out a clean install of 10.5.5 from 10.4.11 on two Mac Servers and joined them to the Windows environment.
  - RAID Xserve connected to one Xserve via SCSI.
  - Digidesign DigiDelivery server used to send large data files.
  - MIP systems (Server 2003 and Server 2008 servers running both a MySQL database, PHP and Microsoft Media Services). These servers contain a web system pointing to various video files located on an MSA. The server 2003 is sent out to brand and licensing shows in New York and France to display content to both new and prospective clients. The Server 2008 is simply an in house backup of the system.
- Re-racking of servers in the server room.
- Review and consolidate the mapped drives used by various departments, so that all letters used were pointing to the same data.
- Change the method used for mapped drives from a logon batch script to use a Group Policy Script.
- Administering Active Directory including user and computer accounts, GPO's, DHCP, DNS records and logon scripts.
- Setup and management of the HP iLO (Integrated Lights Out) cards to enable us to remotely monitor servers in case of failure.
- Setup of HP Systems Insight Manager in order to manage hardware or software issues on all servers using one management console.
- Use DFS (Distributed File System) to provide redundancy.
- **Projects:**
  - Managed the setup and installation of the 30mbps link between the London and New York office as well as the 50mbps dedicated link between the London office and Disaster Recovery office in Bayswater.
  - Assisted in the management/co-ordination of the office move from Hammersmith to Dean Street.
  - Upgraded 25 Blackberry handsets and negotiated new contracts.
  - Upgraded 50 client machines to Office 2007 with additional help.
- **Application Support:**
  - Microsoft Office 2000, 2003, 2007
  - Microsoft Dynamics Great Plains v10
  - Microsoft FRx
  - Invoice Approvals web system
  - Filestream
  - Adobe Creative Suite
  - FTP Clients
  - Comet (Rights Management Systems)
  - Counterpoint Profiles (Royalties Management System)
  - Windows 3.1, 2000, ME, XP, Vista, 7
  - Select HR – Human Resources Software
  - DigiDelivery Client
  - McAfee Anti Virus
  - Blackmagic software (for Blackmagic capture card)
  - iTunes
  - Safari, Firefox and Google Chrome Browsers
  - Adobe Acrobat Professional 7, 10
  - Skype
- **Desktop Support:**
  - Supporting users consisting of both Windows and the MAC environment with their day to day queries.
  - Use VNC to offer remote assistance for the Windows Client Machines.

- Maintaining user profiles.
- Administering and maintaining Dell and HP Client machines.
- **Backup:**
  - Manage the backup of all Windows critical data using:
    - Symantec Backup Exec version 12
    - Overland ARCvault 24 backup storage device. Holds 24 tapes and used for backing up a full backup of 17TB of data created by the Technical department.
    - Quantum Adic Scalar 24 backup storage device. Holds 24 tapes used to backup a full backup of 700GB which consists of the day to day files used by other departments.
  - Manage the backup of files on the Mac Servers using:
    - Backbone Netvault.
    - Exabyte Storageloader VXA-2 backup storage device. Holds 10 tapes which are used to backup 1TB of data.
  - Managing schedule of the secure offsite Tape storage.
  - Use Acronis Imaging software to create desktop images.
- **Networking:**
  - Re-patching patch panel.
  - Re-seating users to different desks.
  - Setup a wireless network in the meetings rooms to enable visitors to have internet access. This was on a different subnet to maintain security and prevent access to our network.
  - Cisco managed Switches (Good working knowledge).
- **Disaster Recovery:**
  - Assisting in the setup of the disaster recovery site and creating the disaster recovery documentation.
  - Currently using DoubleTake in order to synchronise both our Mail and SQL servers.
- **Budgets:**
  - I currently manage and review the UK IT budget (£250k) and the Global IT Capex budget (£100k).
- **Telecomms:**
  - Managing and maintaining an InterTel 5000 VoIP telephone system.
- **Video Presentations:**
  - Setting up a presentation off site, to present our new Postman Pat Special Delivery Service cartoon range to our existing client base.
- **Video Conferencing**
- **Domain Name Management:**
  - Manage the purchase and renewal of 200 domain names by both the UK and USA offices.
- **IT Procurement**
- **MIP Exhibitions:**
  - Manage, maintain and support a small domain of 3 Windows 2003 servers and nine desktop PC's that are shipped out to the MIP exhibition in Cannes, France. These include a domain controller, two file servers which run MySQL, PHP and IIS, a desktop PC to play a WMV format file onto a plasma TV in the reception area and eight desktop PC's which are all networked together on the stand. The eight desktop PC's are used by the sales staff to promote the new content to their clients.

**IT Co-ordinator, City Asset Management PLC, Old Street, London, EC1V 9FR.**

**Full-Time (October 27<sup>th</sup> 2003 to April 11<sup>th</sup> 2008)**

Joined when the company employed 20 staff and had four NT4.0 servers. The company now has 52 staff in the main office, 10 remote users and a number of Windows 2000 and 2003 servers. Recently employed a part time IT assistant of whom I have full responsibility for.

**Duties include:**

- **Server Management:**
  - Initially managed the upgrading of the existing Windows NT4.0 network, to a Windows 2000 and 2003 environment, from purchasing the correct software and licenses to the installation and set-up of each of the servers.
  - Co-ordinated and assisted in the Swing migration of the Microsoft Windows SBS server to new hardware.
  - Microsoft Windows Small Business Server 2003 (Exchange 2003, Group Policy, Active Directory, DNS, DHCP, Logon Scripts).
  - Microsoft Windows Server 2003 Standard Edition (as File Server, Web Server, Terminal Server, SQL Server, Oracle Server, Anti Virus Server and Print Server)
  - Microsoft SQL Server 2005.

- Microsoft Terminal Services 2003.
- Oracle Database 8, 10.1 and 10.2.
- Trend Micro Server Protect , Anti SPAM, Scan Mail for Exchange.
- Microsoft Software Update Service (centrally distribute critical updates to client machines).
- Apache, Tomcat and IIS.
- Blackerry Server Software – to be implemented.
- Maintain UNIX Squid proxy server.
- **Desktop Support:**
  - Microsoft Office 2000, XP, 2003, 2007.
  - Windows 3.1, 95, 98, 2000, ME, XP, Vista, DOS and basic use of UNIX client.
  - Oracle client 6, 8 and 10.
  - APA (Portfolio Administration Software) – Oracle based system.
  - Pulse Software (Portfolio Administration Software) - Oracle based system.
  - IA (CRM Software) - MS Access based system.
  - 1<sup>st</sup> Software (Adviser Office). SQL Server 2005 based system.
  - Fujitsu Scanning Utility.
  - HP PDA Software.
  - Trend Micro Anti Virus Software.
  - Adobe Reader and Writer, Adobe Photoshop 6.0 and 7.0.
  - Cisco client 4.6 and 5.0.
  - Zonealarm firewall.
  - In house software packages.
  - A host of other Microsoft packages including Microsoft Money, Microsoft Works, Microsoft Publisher and Microsoft Visio.
  - INVU document management software.
- **Telecomms & Network Maintenance:**
  - Maintenance of Panasonic phone system using an ISDN30 phone line.
  - Installation and maintenance of call logging software for Panasonic phone system.
  - Maintenance of the patch panel.
  - Setup and maintenance of a second office in the same building.
  - Blackberry handsets.
  - Co-ordination and management of a dedicated, 2mbps up/down broadband connection.
- **Hardware:**
  - HP PDA's.
  - Installation and management of custom built and HP Proliant Servers.
  - Able to setup various RAID configurations.
  - Installation and management of routers, hubs, switches including Netgear and Cisco PIX 506E.
  - Installation and management of custom built and Dell desktops and various laptops.
  - Upgrade, replacement and maintenance of client and server machines.
  - Installation of APC UPS's to allow a controlled shutdown of the servers in cases of power cuts.
  - Maintenance of printers, scanners and photocopiers.
- **VPN:**
  - Co-ordinated installation and manage Cisco PIX 506E providing 20 VPN tunnels.
  - Cisco Client Verion 4.6 and 5.0.
  - Remote Desktop Connection.
  - Terminal Services 2003.
- **IT Procurement:**
  - Managing the purchase of IT equipment and consumables.
  - Negotiate prices from various suppliers.
- **Backup:**
  - Installation and management of Veritas Backup Exec 9.1 to run a full backup on a daily basis on Iomega Rev Disks holding 35GB native and 90GB compressed.
  - Installation and management of encrypted hard disk taken off site to update data on disaster recovery servers.
- **Disaster Recovery:** Implementation and management of a cost effective disaster recovery solution providing an environment with data from the previous day ready for use. This includes a Domain controller with SQL Server 2005, Terminal services server, Oracle server and client machine all managed remotely.
- **Programming and Reporting:**

- Written SQL queries as well as produced reports in Crystal Version 8.0.
- Written HTML and Javascript code.
- **Website Design and Maintenance:** Designed and maintained previous company website.
- **Video Presentations:** Implementation of a projector and 50" screen in the boardroom to enable professional and cost effective in house presentations.
- **IT Training:** Provide training class on Microsoft Access 2000 for employees.
- **Investment Administration:**
  - Stock reconciliation (ringing registrars to confirm holdings of various funds and investigating/reasoning the differences),
  - Calculating and charging custodian fees to client portfolios.
  - Calculating dividends.
  - Using APA, a Portfolio Administration Software to update client portfolios.
  - Setup and maintenance of a pricing software to integrate into the Portfolio Administration Software.

**John Lewis, Brent Cross**

**Part-Time (March 24<sup>th</sup> 2001 to January 1<sup>st</sup> 2005)**

Duties include:

- Sales Advisor in the Audio and Television department
- Technical advice to both customers and colleagues
- Computer Support, including diagnosing faults with systems and preparing computer systems for re-sale.

**Queen Mary University of London, London E1**

**Full-Time Summer Placement (June 24<sup>th</sup> 2002 to August 30<sup>th</sup> 2002)**

Duties include:

- I programmed and wrote explanations using Microsoft PowerPoint slides for how to run Servlets and JSP's on both the resin and tomcat web servers. As well as this I was given basic code for a Shopping Cart, which allowed users to add and remove items from the cart. I was then asked to extend this program so that all the items in the cart would be added to a Postres database.
- Constructed and set up a PC's for the computer lab.
- Tested newly installed operating system.

**Queen Mary University of London, London E1**

**Full-Time Summer Placement (June 25<sup>th</sup> 2001 to August 31<sup>st</sup> 2001)**

Duties include:

- Re-designing a dos based program (which was used for the lab work in the Signals and Systems course) into a Matlab program, which was to be used by students who will study the course. This involved learning how to use Matlab and then design a program that was easy to use for the students.
- Learnt how to construct and set up a PC.

**SKILLS**

- **Computing Skills:**
  - **Desktop Support Skills:** Able to support users of all abilities on various software systems.
  - **Programming Skills:**
    - Have basic programming skills in the C, Perl and Java programming languages.
    - Proficient in writing HTML and basic Javascript code.
    - Able to write basic SQL queries.
  - **Software Skills:** Have experience in a wide range of business, client, server, CRM, VPN, backup, document management, web development and financial software systems.
  - **Hardware Skills:** Vast experience and knowledge of various hardware including servers, client machines, switches, modems, routers (wired and wireless), scanners, PDA's, digital voice recorders, UPS's, projectors and phone systems.
- **Procurement Skills:** Purchasing equipment and consumables. Negotiate prices of IT equipment for the company.
- **Management /Leadership Skills:** Manage the IT/Telecommunications infrastructure and requirements as well as supporting 35 UK users and a number of the US users. In my previous role I solely managed 52 users and eventually employed a part time assistant of whom I had full responsibility for.
- **Communication skills:** Discuss/Present IT requirements to CFO.
- **Problem Solving Skills:** Research, implementation and maintenance of various IT solutions as mentioned in job specification.
- **Numeracy Skills.**
- **Interpersonal Skills.**

- **Customer Service Skills.**
- **Language skills:** Basic Hebrew speaking skills.
- **Additional Skills:**
  - Hold a full, clean, UK driving license.

#### **HOBBIES AND INTERESTS**

- Enjoy swimming and playing football, tennis and Squash.
- My hobbies also include listening to music, working with computers, web design, and socialising.

#### **REFERENCES**

References available on request.